

## MINOR CHANGE OF NAME

1. Obtain and complete the following forms:
  - A. **Petition for Change of Name (2 copies)**
  - B. **Decree of Change of Name (3 copies)**
  - C. **Notice of Hearing (3 copies)**
    - Notice of Hearing is used only when the natural parents are not living together.
  - D. **Notice of Publication (2 copies)**
    - Notice of Publication is used only when the whereabouts of the non-custodial parent is unknown.
2. If the parents of the minor are **IN AGREEMENT TO THE NAME CHANGE**, they will submit to the Circuit Clerk the Petition for Change of Name and pay \$218.00. Cash, personal checks, and money orders are accepted. A hearing date and time will be scheduled. Parents will appear at the assigned date and time in the court room. After court, return to the Circuit Clerk's Office to obtain certified copies of the decree (one copy is free, and a \$7.00 fee is charged for each additional copy. Payment can be cash, personal check, or money order)
3. If the parents of the minor are **NOT LIVING TOGETHER**, the custodial parent must file the Petition along with a Notice of Hearing and mail a copy of the Notice of Hearing and the Petition by Certified Mail to the non-custodial parent. At the time of filing the Petition, a court date will be set and the \$218.00 fee paid in cash, check, or money order. On the set court date, parent(s) will appear in the assigned courtroom. After court, return to the Circuit Clerk's Office to obtain certified copies of the Decree (One copy is free, and a \$7.00 fee is charged for each additional certified copy).
4. If the **WHEREABOUTS OF THE NON-CUSTODIAL PARENT IS UNKNOWN**, the custodial parent must go to a newspaper to have the change of name request published. (Publication may be in any newspaper with general circulation throughout McLean County. Contact the newspaper to find out the appropriate fee they require.) At that time, the parent will select a court date six weeks from the date of the first publication. (This date must be a weekday and must be a day when court is in session.) The newspaper will need the "Notice of Publication" found in this packet. On the court date selected (which will appear in the publication), come to the Circuit Clerk's Office between 8:30am – 4:00pm to file the Petition, Decree, and Certificate of Publication (The Newspaper will have sent the Certificate of Publication to you), and pay the fee of \$218.00. Cash, personal checks, and money orders are accepted. After filing such papers, the Clerk will assist you in setting a court date with the Judge. On the day and time of the hearing, proceed to the assigned courtroom. After court, obtain certified copies of the Decree in the Circuit Clerk's Office. (One copy is free, and a \$7.00 fee is charged for each additional certified copy. Payment can be cash, check, or money order)

**NOTE: SIGNATURES MUST BE NOTARIZED. DO NOT SIGN THE PETITIONS WITHOUT A NOTARY PRESENT AND PLEASE HAVE A PHOTO ID. THE CIRCUIT CLERK'S OFFICE HAS NOTARIES AVAILABLE.**

5. Changing the Birth Certificate to the new name:
  - A. If born in Illinois, mail a certified copy of the Decree and a \$15.00 money order to:

The Bureau of Vital Statistics  
State of Illinois – Department of Health  
Springfield, IL 62706

- B. If born outside of Illinois, contact the office which keeps the birth records for the state in which the minor was born for procedures and the appropriate fees.